

UNIVERSITY OF ST. MICHAEL'S COLLEGE



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BY-LAW



OF THE

ROMAN CATHOLIC

Separate School Board

OF

TORONTO.



AS AMENDED AT THE

General Meeting held November 2nd, 1886.

TORONTO:

PRINTED AT THE "IRISH CANADIAN" OFFICE.

1886.

TRANSFERRED



JUN 23 1969

R. C. Separate School Board.

1886.

VERY REV. F. P. ROONEY, V.G., CHAIRMAN.

Ward of St. Lawrence.

~~M. O'CONNOR.~~

~~DANIEL KEELY.~~

Ward of St. David.

~~BENJ. M. MOLINA.~~

~~CHARLES BURNS, J.P.~~

Ward of St. Thomas.

~~Wm. PEELEY.~~

~~JOHN HERBERT.~~

Ward of St. James.

REV. W. BERGIN.

~~J. J. CASSIDY, M.D.~~

Ward of St. John.

JAMES RYAN.

~~ROBERT CANNON.~~

Ward of St. Andrew.

VERY REV. F. P. ROONEY, V.G.

~~H. I. NOLAN.~~

Ward of St. George.

~~B. O'DRISCOLL.~~

~~T. M. HENNESSY.~~

Ward of St. Patrick.

~~VERY REV. I. M. LAURENT, V.G.~~

~~Wm. BURNS.~~

Ward of St. Stephen.

~~Wm. FRASER.~~

~~J. W. KENNEDY.~~

Ward of St. Paul.

~~LOUIS KORMANN.~~

~~M. COSTELLO.~~

Ward of St. Matthew.

~~JAMES PATT.~~

~~C. M. VINCENT.~~

Ward of St. Mark.

REV. J. J. McCANN.

~~F. B. MORROW.~~

Officers of the Board.

1886.

Local Superintendent:

HIS GRACE THE ARCHBISHOP OF TORONTO.

Chairman:

VERY REV. F. P. ROONEY, V.G.

Secretary-Treasurer:

REV. W. BERGIN.

Assistant-Secretary:

JNO. G. HALL.

Inspector:

REV. BRO. TOBIAS, F.S.C.

Solicitor:

J. J. FOY, Q.C.

Auditor:

T. M. HENNESSEY.

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BY-LAWS.

I.

THE FIRST LEGAL MEETING OF THE BOARD—OPENING AND PROCEEDINGS OF THE INAUGURAL MEETING OF THE BOARD.

1. The first Legal Meeting shall be held, on the day following the annual elections in January, to declare the elections of the new members, according to the provisions of the School Act.

2. The Inaugural Meeting of the Board shall take place, on the Tuesday immediately following the annual elections in January, for the purpose of organization; at which meeting the Secretary-Treasurer shall call the Board to order. The Assistant Secretary shall then proceed to read the returns of the elections held; after which the elected members shall hand in their declarations of office and take their places. The roll shall then be called.

3. The Board shall then proceed to elect by open vote a Chairman, Secretary-Treasurer, Local Superintendent, Assistant Secretary, Inspector and Auditor.

4. The members of the Board, entering upon a second year of office, shall be a Special Committee, for the purpose of striking the Standing Committees, which shall be constituted as follows:

- (1) Finance, Assessment and Salaries, five members.
- (2) School Management, five members.
- (3) Sites and Buildings, seven members.
- (4) Printing and Supplies, seven members.

5. The Board shall then stand adjourned for half an hour, or until the Special Committee report the names of those, whom they have recommended as members of the Standing Committees.

6. The Board, resuming, shall receive the report of the Special Committee, and, after having adopted it, shall adjourn again, for a short time, to enable the various Committees to elect their respective Chairmen, which being done, the regular business of the Board shall be proceeded with.

7. The Chairman and Secretary-Treasurer shall be, *ex officio*, members of all committees.

II.

OFFICERS OF THE BOARD.

1. The officers of the Board shall consist of a Chairman, Secretary-Treasurer, Local Superintendent, Inspector, Auditor, Assistant Secretary and Solicitor; the Chairman, Secretary-Treasurer, Local Superintendent, Inspector and Auditor being elected annually, as provided for in By-law No. 1, the others holding office during pleasure.

III.

MEETINGS OF THE BOARD.

1. The Board shall meet, on the first Tuesday in each month, at 7.30 o'clock, p.m., unless otherwise ordered by special motion, and a majority shall constitute a quorum.

2. Unless a quorum shall be present, in half an hour after the time appointed for the meeting of the Board, it shall stand adjourned until the next day of meeting; and the Secretary-Treasurer or, if he be absent, his Assistant shall take down the names of the members present at the expiration of the above-mentioned time.

3. The Board shall adjourn at the hour of ten o'clock, p.m., if it be in session at that hour.

4. Special meetings may be called by the Chairman, or by a written requisition, stating the special business, addressed to the Chairman, and signed by at least three members of the Board.

IV.

RULES OF ORDER.

1. The Chairman shall preside at all meetings of the Board, call to order at the hour appointed, or, as soon as a quorum shall be present, and cause the minutes of the preceding meeting to be read, confirmed and signed.

2. In the absence of the Chairman, the Secretary-Treasurer, or, if he be absent, the Assistant Secretary shall call to order, and a Chairman, *pro tempore*, shall be chosen by the Board.

3. When the Chairman, or other presiding officer, is called on to decide a point of order or practice, he shall state the rule applicable to the case, without argument or debate, subject to an appeal to the Board, also without debate.

4. The Chairman shall declare all votes; but, if any member requires it, the Chairman, without further debate on the question, shall require the members voting in the affirmative and negative, respectively, to stand until they are counted, and he shall then declare the result.

5. The Chairman, or other presiding officer, may express his opinion on any subject under debate; but in such a case he shall leave the chair until the question is decided—appointing some other member to take it—provided always, that the said member be not the mover or seconder of the motion or subject under discussion, and that he have already spoken.

6. When two or more members happen to rise at the same time, the Chairman shall name the member, who is first to speak.

7. When any member is about to speak in debate, he shall rise in his place, and address the presiding officer, confining himself to the question under debate, and avoiding personality.

8. No member, while speaking, shall be interrupted by another, except upon a point of order, or for the purpose of explanation. The member, so interrupting, shall confine himself to the point of order or the explanation.

9. If any member, in speaking or otherwise, transgress the rules, the Chairman shall, or any member may, call him to order; in which case, the member so called to order shall immediately sit down, unless permitted to explain; and the Board, if appealed to, shall decide on the case, but without debate.

10. No member shall speak, more than once, upon any resolution or motion, except the proposer, who shall be permitted to reply; nor shall any member speak, longer than a quarter of an hour, on the same question, without leave of the Board, except in explanation, and then he must not introduce new matter.

11. Any member of the Board may require the question under discussion to be read, at any time of the debate; but not so as to interrupt any member while speaking.

12. No member shall speak to any question, after the same has been put by the Chairman.

13. Notice, in writing, shall be given of all motions for introducing new matter, other than matters of privilege and petitions, at a meeting, previous to that at which it comes up for discussion, unless dispensed with by a two-thirds vote of the members present.

14. Any matter, when once decided by the Board, shall not be re-introduced during the continuance of that year, unless by a two-thirds vote of the members then present.

15. No matter shall be entertained and considered by the Board, until it shall have been referred to the Committee, having proper cognizance of the same, and such Committee have reported thereon, unless by a two-thirds vote of the members present.

16. A motion must be put in writing, and seconded, before it is stated by the Chairman; and then shall be disposed of only by a vote of the Board, unless the mover withdraw it, by permission of the Board. Every member present, including the Chairman, shall vote.

17. The Secretary shall make a list of all resolutions or reports on the table, which shall be considered "The General Order of the Day," the order of the same to be as follows:—

- (1) Reading of Minutes ;
- (2) Reading communications and petitions to the Board ;
- (3) Reports of Standing Committees and Inspector ;
- (4) Reports of Special Committees ;
- (5) Consideration of Reports ;
- (6) Unfinished business from previous meetings ;
- (7) Motions and discussion on the same ;
- (8) Enquiries ;
- (9) Notices of Motion ;
- (10) Miscellaneous Business.

No variation in the foregoing order of business shall be permitted, unless by vote of the Board, which shall be taken without debate.

18. When a question is under debate, no motion shall be received, unless—

- (1) To adjourn ;
- (2) The previous question ;
- (3) To postpone ;
- (4) To lay on the table ;

- (5) To refer back to committee ;
- (6) To amend.

19. The Chairman shall put the previous question in this form : "Shall the main question be now put?" And its adoption shall end all debate, and bring the Board to a vote, upon pending amendments, if there are any, and then upon the main question.

20. The Chairman shall consider a motion to adjourn, as always in order ; and that motion, and the motion to lay on the table, shall be decided without debate, as also a motion to go into Committee of the Whole.

21. Any member who has made a motion may withdraw the same by leave of the Board, or it may be in like manner allowed to stand, such leave being granted without a negative voice.

22. In case there shall be a tie upon a question, at any meeting of this Board, the Chairman shall, in addition to his own vote, as a member, possess a second or casting vote as Chairman ; but in Committee of the Whole, or any other Committee, no member of this Board shall have more than one vote, and in such cases when a vote is taken on any motion, and there is a tie, the motion shall be declared lost.

23. A report from the Committee of the Whole may be amended by a majority of the Board, before its adoption, without going back into Committee of the Whole for that purpose.

V.

COMMITTEES.

1. When the Board shall determine to go into Committee of the Whole, the Chairman shall name, in alphabetical order, the members who will take the chair.

The rules of the Board shall be observed in Committee of the Whole, excepting the rules re-

specting the yeas and nays, and limiting the number of times of speaking; and no motion for the previous question, or for an adjournment, can be received; but a member may at any time move that the Chairman leave the chair, or report progress, or ask leave to sit again, and all original motions shall be put in the order in which they are proposed, and shall not require to be seconded.

2. On motion in Committee to rise and report, the question shall be decided without debate.

3. Every member, who shall introduce a petition or motion upon any subject, which may be referred to a Select Committee, shall be one of the Committee, without being named by the Board, and be the Chairman thereof. Any member of the Board may be placed upon a Committee, notwithstanding his absence, at the time of his being named to such a Committee.

4. Committees, appointed to report on any subject referred to them by the Board, shall report a statement of facts, and also their opinion thereon in writing; and it shall be the duty of the Chairman, or acting Chairman, to sign and present the report.

5. All petitions or communications, on any subject within the cognizance of a Standing Committee, shall, on presentation, be referred by the Chairman, or presiding officer, to the proper committee, without any motion; but it shall be competent for the Board, by a two-thirds vote, to enter on the immediate consideration thereof.

6. No Committee shall have power to expend any money belonging to the Board, for any cause whatsoever, excepting the Committee on Printing and Supplies, which shall have the power of expending the sum of twenty-five dollars only, until the matter shall have been referred to the Standing Committee on Finance, and received the sanction of the Board; nor shall any expenditure of the funds of the Board .

be authorized, by any individual member, except in certain cases, which are specially provided for (see section 7, by-law V).

7. No money shall be paid by the Secretary-Treasurer, until the account for the same shall have first been presented by the proper Committee, and sanctioned by the Board, excepting for salaries, or expenditure of moneys, which may be required in cases of emergency, such as repairing doors, windows, stoves, &c. The expenditure, incurred for any such emergency, shall be made on the written order of the Chairman, or Secretary-Treasurer of the Board, and shall not exceed the sum of five dollars in any one instance.

8. All cheques, issued by the Secretary-Treasurer, shall be counter-signed by the Chairman of the Board.

9. Any work, done for the Board, shall be ordered in writing, by the Chairman of the Committee, whose duty it is to attend to the same.

10. The written order of the Chairman of the Committee, ordering any work to be done, shall be attached to the account, when presented for payment.

11. A quorum of any Committee shall consist of one-third of the regularly appointed, and *ex-officio* members of the same.

VI.

DUTIES OF COMMITTEES.

COMMITTEE ON FINANCE.

1. The Committee on Finance shall meet, on the last Thursday of each month.

2. They shall have the supervision of all the fiscal concerns of the Board, and report the condition of the various funds quarterly.

3. They shall make the necessary estimates of money to be raised for the support of the schools, and

report the same for the action of the Board, at the first regular meeting in March, or at a special meeting to be convened for that purpose.

4. They shall examine all accounts presented to the Board, and consider and report on all matters referred to them ; but they shall audit no bills or accounts, unless countersigned by the chairman of the committee, having such bills or accounts in charge.

5. They shall also see that the school property is properly insured.

VII.

COMMITTEE ON SCHOOL MANAGEMENT.

1. The Committee on School Management shall meet, on the last Monday of each month.

2. They shall have supervision of the Schools, and shall report any changes of teachers they wish made to the Superiors, and shall insist upon such report receiving due consideration.

3. They shall request the Superiors of the teaching communities, to fill any vacancies which may occur, and if their request is not complied with, in a reasonable time, they shall require the Chairman to call a special meeting of the Board, in order to take action in the matter.

4. They shall see that the schools are properly graded, and that a uniform programme of studies, and, as far as practicable, uniform approved methods of teaching and discipline are followed in all the schools.

5. They shall receive from the Inspector notices of any contemplated suspensions of pupils ; they shall investigate such cases, and, when they deem it advisable, suspend such pupils, and report the same to the Board, at its next meeting.

6. At the second regular meeting in February of each year, they shall prepare and present to the Board a report, stating the various localities in which addi-

tional school accommodation and school furniture are required.

7. It shall further be the duty of this Committee, to draft the Programme of Proficiency, required for entrance to the "Higher Classes," and transmit a copy of the same to each head teacher in the schools, and one to the Board, not later than the first day of November in each year.

8. They shall, moreover, have supervision of the examination of all applicants for admission to such classes.

9. They shall visit the schools, as often as practicable, at least twice officially each year, note the methods of discipline and instruction and the progress of the pupils, and report to the Board the result of their visits.

10. They shall submit such special rules as they may deem necessary to secure the most effective instruction and discipline of the schools, especially in reference to the management of classes, the course of study, and the order and decorum of the pupils.

11. They shall also report as to the heating, ventilation and cleanliness of the school buildings.

12. In the performance of all their duties, they shall be assisted by the Inspector.

VIII.

COMMITTEE ON SITES AND BUILDINGS.

1. The Committee on Sites and Buildings shall have the general supervision of the school buildings. They shall, from time to time, report to the Board upon the expediency of building, altering, repairing, or improving any of the school buildings or grounds.

2. Whenever any new building is wanted, they shall suggest a plan and mode therefor; have charge of all buildings during their erection, and generally

study the most economical, as well as the most desirable changes that may be necessary, for the comfort and welfare of all the schools under their jurisdiction.

3. They shall, at the first regular meeting in May, make a detailed report in writing of the condition of the buildings, of the character and extent of the repairs, and improvements, made during the current year; and recommend any building, repairs or improvements, which they may deem necessary or expedient, for the ensuing year.

IX.

COMMITTEE ON PRINTING AND SUPPLIES.

1. It shall be the duty of the Committee on Printing and Supplies to report to the Board all matter, that, in its judgment, ought to be printed, and to superintend all printing ordered by the Board.

2. It shall further be the duty of the Committee, to purchase, and keep in repair all desks, tables, school furniture, and apparatus, and provide all necessary supplies for the schools. They shall not alter any school furniture, or re-seat any school-room or building, without the consent of the Board.

3. They shall advertise for, and receive, tenders for the necessary fuel for the year, and report the same to the Board, for consideration, and, when authorized, contract for the same. They shall also, when authorised, provide the necessary heating apparatus for the schools, and, during the summer, examine the same, reporting their condition, and recommending any changes or additions, that they may deem necessary, for the consideration of the Board.

4. They shall prepare, in proper time, and present a report, recommending all necessary details for the election of members of this Board, in accordance with the requirements of the school law.

X.

DUTIES AND POWERS OF THE LOCAL SUPERINTENDENT.

1. The Local Superintendent may attend all meetings of the Board, as well as Committee meetings.

2. He may visit the schools from time to time, and report any defect to the Superiors, and to the Board.

3. He shall generally give effect to the directions of the Board, and Standing Committees, and assist them in promoting the established system of the schools, to the most fruitful result of which it is capable.

4. Differences, which may arise between the teachers and individual members of the Board, shall be referred for settlement to the Local Superintendent.

5. He may call upon the Committee on School Management to assist him in his deliberations.

6. In all cases submitted to him, his decision shall be final.

XI.

DUTIES OF THE INSPECTOR.

1. The Inspector shall attend all meetings of the Board, and the Committee on School Management, as well as any other committee, to which he may be summoned.

2. He shall take charge of the government of the schools, and direct, and control the business of teaching.

3. He shall visit the schools and administer their government, in every practical detail, instituting and enforcing such regulations as may be necessary to their efficiency, under the direction of the Committee on School Management.

4. He shall require from the Head Teachers, and shall himself make monthly returns to the Board, of the attendance of pupils and teachers, and of such other matters as may be desirable for record.

5. He shall make an Annual Report, and submit the same to the Board, at such time as may be appointed in each year ; recording the position of the schools in regard to statistics, system of teaching, examinations, and such other matters as may be usefully discussed and recorded.

6. He shall give effect to the directions of the Board, and Standing Committees, and assist them in promoting the established system of the schools, to the most fruitful results of which it is capable.

7. He shall make all transfers of pupils rendered necessary by removal, promotion, or other causes.

8. He shall not suspend pupils, but shall warn them at least three times, and if the desired effect be not thus obtained, he shall report the matter to the Committee on School Management.

9. He shall prepare and issue such circulars of information, or enquiry, as may be from time to time necessary, and he shall prepare examination papers.

10. He shall attend at his office, each school day from 8, to 10, o'clock a.m., and from 4, to 6, o'clock p.m., and on Saturday from 11, to 12, o'clock noon (except during school vacation), for the performance of such parts of his duties, as have there to be transacted.

11. He shall keep a book in his office, in which he shall enter, each day, the visits he proposes to make on the following day, giving the name of the schools he intends to visit, and the time such visits will be made.

XII.

DUTIES OF THE SECRETARY-TREASURER.

1. The Secretary-Treasurer shall receive, and have charge of all the moneys of the School Board, deposit the same on receipt in some chartered Bank, to the credit of the Toronto R. C. S. School

Board, and disburse it as provided. He shall also give security as required by law.

2. He shall attend *ex-officio* all meetings of the Board, and of the Standing Committees; sign all money orders and cheques, and take receipts therefor.

3. He shall make returns of all salaries; make out all orders for payment, and keep full accounts of all receipts and expenditure.

4. No sum whatever shall be drawn from the Bank, but by cheque payable to the payee, signed by the Secretary-Treasurer, and countersigned by the Chairman of the Board,—and in the absence or illness of the latter,—by the Chairman of the Committee on Finance.

5. He shall be present in his office from 11, a.m. to 12, noon, on the first Wednesday of every month, for the transaction of business.

XIII.

DUTIES OF THE ASSISTANT SECRETARY.

1. He shall attend all meetings of the Board, and of the several Standing Committees, and take and record minutes of the proceedings of such meetings; he shall keep a book of accounts, shewing the Income, Expenditure, and Liabilities of the Board.

2. He shall conduct all correspondence, not specially within the department, or arising directly out of the duties of the Inspector.

3. He shall receive, and submit all documents for the Board, or the Standing Committees; take charge of all reports, correspondence, applications for office, accounts and other documents, and file the same.

4. He shall promulgate all orders of the Board, and of the Committees, and always act under the authority of the Board, and its Chairman, and

of the Committees, and their Chairmen, and in concurrence with the Inspector, so far as relates to the routine of his department.

5. He shall give notice to each member of all extra meetings of the Board, two days previous to the day, on which such meeting shall have been appointed to take place.

6. He shall hand over to the Chairmen of the respective Committees all accounts, communications, and other documents referred to such Committees, as soon as possible, or, at least, at the first meeting of the Committee, which shall occur after such reference shall have been made.

XIV.

DUTIES OF THE SOLICITOR.

1. The Solicitor shall attend all meetings of the Board, and of the Standing Committees, to which he may be summoned.

2. He shall draft all such petitions or memorials as may be presented, by the Board, to the Lieutenant-Governor, or the Dominion or Provincial Legislatures, and all Acts of Parliament, which may be desired by the Board aforesaid.

3. He shall give all the necessary notices of application for such Acts, and attend to the passage thereof through the said Legislatures, and the various Committees thereof, provided, that he receive instructions to that effect from the Board.

4. He shall give to the said Board, and each of its Committees, and to the Chairman of the Board, his advice, or opinion on any question of law, properly submitted for that purpose to him ; and, generally, he shall give due and proper attention to all the legal business of the Board, when requested to do so by the Board.

5. It shall be the duty of all Officers of the Board to furnish the Solicitor, upon request, with any docu-

ments, books, or papers, in the custody or possession of such officers, and to give to the said Solicitor such other aid and assistance as he may require, in the performance of the duties of his office.

XV.

AMENDMENTS.

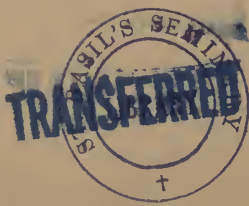
No amendment or addition to any of the foregoing By-laws shall be made, unless due notice, setting forth the proposed amendment or addition, shall have been given at a meeting previous to that at which the same comes up for discussion ; and unless such change or amendment be carried, by a two-thirds vote of the whole Board.

November 2nd, 1886.

Approved and adopted.

F. P. ROONEY, *Chairman.*

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By-laws, 1886.

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